



Cleaning Checklist.
3 days Full service



Full Clean Checklist (3 days/week, normal budget)

- Pick up debris within 20' of entrance, including teller lanes _____
- Empty Ash urns and dispose of contents _____
- Empty outdoor trash cans _____
- ATM Screens, window, drive up tub stations & Drawers _____

Daily Tasks Completed with each Full Service

- Wipe all counters, desktops, tables ATM surfaces, and work surfaces _____
- Dust all horizontal and vertical surfaces, below 6 ft. _____
- Straighten and wipe chairs _____
- Clean break room sinks, stock paper products and soap _____
- Wipe fronts of drawers, fridge, and microwave _____
- Sanitize drinking fountains _____
- Entrance glass and door frames/handles _____
- Teller line and office glass and windows _____
- Organize coffee stations and magazine/ brochure stands _____

Daily restroom cleaning

- Sanitize all fixtures, door handles and counters _____
- Clean urinals toilet bowls, tanks, bases _____
- Clean mirrors/dispensers _____
- Clean sinks, remove mineral deposits _____
- Clean walls/partitions _____
- Sweep and mop restroom floors _____
- Stock all paper products/soap _____

Daily Floor Care

- Vacuum all carpets, including mats _____
- Sweep vestibule _____
- Sweep all lobby tile _____
- Sweep copy/file rooms _____

Daily closing duties

- Final walk through _____
- Empty/rinse mop bucket _____
- Rinse towels, hang to dry _____
- Check vacuum bag and belt _____
- Check vacuum cord _____
- Check paper product stock _____

Chemistry

- SC Johnson Disinfectant Surface Cleaning
- Peroxy for floors
- Comet/ Ajax for toilet bowls

Entrance Disinfecting

- Door knobs _____
- Push/ pull handles _____

Common Are Disinfecting

- Door knobs, key pads _____
- Teller Line _____
- Transaction Table _____

Conference Rooms Disinfecting

- Tables, arm chairs _____

Break Room Disinfecting

- Teller Gate _____
- Water Fountain _____
- Break Room Counters _____
- Tables _____
- Refrigerators _____
- Microwaves _____
- Cabinet handles _____
- Vending Machine Buttons _____
- ADA Operating Pads _____

Outside

- ATM Buttons/ Screens _____
- Drive up Tub Stations _____
- Drive up Drawers (in & out) _____

Wipe with clean cloths or disposable cloths, leave wet to air dry for disinfecting.

Chemistry

- SC Johnson Disinfectant
- GS Neutral Disinfectant